

**COMMONWEALTH OF VIRGINIA
PROJECT PLAN**

Project Identification

Project Name: _____ **Date:** _____

Agency: _____ **Agency Contact:** _____

Project Manager: _____

Revision History

Revision #	Revision Date	Section Revised	Revision Description

COMMONWEALTH OF VIRGINIA PROJECT PLAN

Executive Summary

Stakeholder Directory

[illegible]

COMMONWEALTH OF VIRGINIA PROJECT PLAN

Project Plan Documents Summary

1. Project Charter
2. Project Scope Statement
3. High-Level Project Schedule
4. Project Quality Management Plan
5. Quality Checklists (if completed)
6. Staff Acquisition Plan
7. Materials Acquisition Plan
8. Preliminary Budget Estimate
9. List of Risks
10. Description of Stakeholder Involvement
11. Communications Plan